**Approval Request Template - Food Label Conference**

*Need some support asking your supervisor to attend the Food Label Conference?*

*Customize the message below as talking points or an email template to*

*introduce the event and the benefits of your attendance!*

[Insert Approver’s Name Here],

I’d like to get your approval to attend Prime Label Consultants’ (PLC) 33rd annual Food Label Conference starting June 7, 2021. This virtual conference will provide me with a guaranteed 18 hours of premium regulatory content.

Attending this Conference will benefit our company because it will equip me with:

* Insight from the new administration on intent of regulations, policies and enforcement priorities
* Best practices from industry experts on trending claims and bioengineered disclosure
* Clarity regarding new and proposed rules and how to ensure compliance for our products

The program includes a range of educational opportunities including sessions on the new Bioengineering Rule, Legal Trends and updates from FDA, FTC and USDA representatives on the latest regulations. Additional sessions are also presented by lawyers and experts who specialize in labeling and regulatory best practices.

There are also 10 different in-depth topical sessions as a part of this year’s Continuing Conference, offering important updates, expertise-exchange and discussion, as well as 8 intensive Add-On Trainings. In particular, I believe the following sessions particularly relate to my role and our current business needs:

* [Insert [Topics You Plan to Attend](https://primelabel.com/conference.html) Here]
* [Insert [Add-On Training Topics](https://www.primelabel.com/conference.html#Add-on-Training) Here, if desired]

In addition to attending these sessions, I’ll have the opportunity to ask questions of the government and other speakers regarding best practices to help our business.

[Insert if you are a Certified Food Scientist (CFS) or member of another professional organization]. A majority of the sessions are approved for continuing education for Certified Food Scientist renewal contact hours (CH), and many Conference participants belonging to other professional organizations have self-submitted Food Label Conference training for their own continuing education requirements.

An estimate of cost associated with the event is outlined below:

|  |  |
| --- | --- |
| Registration | $ 1,895.00 by May 15, 2021 ($1,995.00 after May 15, 2021)  (Added fee for Add-On Training) |
| Other Expenses | $ |
| Total | $ |

Upon its completion, I would be happy to share notes on what I learned and ideas for us to consider in our own day-to-day processes.

PLC has a reputation of being a leader in regulatory and nutrition consulting, technology and training. The Food Label Conference is known as the premier event for food industry professionals involved in labeling, nutrition, compliance and marketing. A link to the event website is [here](https://www.primelabel.com/conference.html).

Please let me know if you have any questions.

Sincerely,

[Insert Your Signature]